

Description:

Administration provides general guidance and centralized administrative support and policy making for the bureaus in the Division of Building Safety (Division).

Major Functions and Targeted Performance Standard(s) for Each Function:

1. Administration provides centralized administrative support and policy making for the bureaus in the Division.

A. Travel vouchers processed within five (5) business days.

Actual Results			
<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
95%	95%	98%	100%
Projected Results			
<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>
100%	100%	100%	100%

B. Monthly budget reports completed within five (5) business days.

Actual Results			
<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
100%	100%	92%	100%
Projected Results			
<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>
100%	100%	100%	100%

C. Ninety percent (90%) of all computer problems resolved within one (1) day of notification.

Actual Results			
<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
90%	90%	90%	90%
Projected Results			
<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>
90%	90%	90%	90%

Program Results and Effect:

Effective and efficient administrative support is provided to the Division.

For more information contact Marsi Woody at 208-332-7101.

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Description:

Electrical Bureau (Function 1). The Electrical Bureau safeguards life and property for the citizens of Idaho from the hazards arising from the use of electricity to ensure that all electrical installations within the State comply with the most current safety codes and electrical standards. The Electrical Bureau provides the public with highly trained and qualified electricians having the most up-to-date knowledge and skills necessary to minimize electrical fires injuries and loss of life.

Building Bureau (Functions 2-3). The Building Bureau administers numerous building code regulatory programs involving the construction of state facilities, schools, prefabricated structures, and Housing and Urban Development (HUD) manufactured homes under contract to HUD; as well as providing various other contractual services to local jurisdictions. The Building Bureau performs plan reviews or inspections to determine compliance with adopted building, accessibility, mechanical, fuel gas, energy conservation, and HUD construction and safety codes or standards.

Plumbing Bureau (Function 4). The Plumbing Bureau provides for the health and safety of the citizens of Idaho in public and private buildings by ensuring that plumbing practices are in compliance with the Uniform Plumbing Code, and that the licensing requirements of Idaho Code and Administrative Rules have been met.

Heating, Ventilation and Air Conditioning (HVAC) Bureau (Function 5). The HVAC Bureau provides for the regulation, licensing, testing, and education of installers of heating, ventilation and air conditioning systems to ensure proper installation and compliance with the most current adopted codes applicable to the HVAC industry.

Industrial Safety Program (Functions 6-10). The Industrial Safety Program inspects state, school district, and county and city facilities upon written request, in an effort to ensure safe working conditions, and reduce occupational accidents and fatalities, thereby reducing the costs of worker's compensation insurance. The Industrial Safety Program administers to, and obtains voluntary compliance with health and safety standards as they apply to public employees' workplaces, and indirectly to the public. Consultation services and training resources on occupational safety issues are also provided. The statewide elevator and boiler safety programs are managed for the protection of the owners, employees, and the public.

Logging Safety Program (Functions 11-15). The Logging Safety Program works to reduce the frequency and severity of accidents in the logging industry, as well as reducing logging industry insurance rate levels. The Logging Safety Program continually works at gaining the trust and respect of the logging community.

Public Works Contractor Licensing Bureau (Functions 16-18). The Public Works Contractors License Board licenses all contractors and construction managers performing public works construction.

Major Functions and Targeted Performance Standard(s) for Each Function:

1. Electrical Bureau.

A. Number of permits issued for electrical work being done by property owners and licensed contractors.

Actual Results			
<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
30,630	32,027	34,981	36,947
Projected Results			
<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>
37,900	38,500	39,500	41,000

B. Number of permits finalized when all requisite inspections are conducted.

Actual Results			
<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
29,256	27,949	30,111	30,766
Projected Results			
<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>
32,000	34,000	34,000	34,500

C. Number of licenses issued to electrical contractors, journeymen electricians, master electricians, specialty electricians, and specialty contractors working within the State of Idaho and supervised by the Electrical Bureau.

Actual Results			
<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
8,473	8,944	8,855	9,576
Projected Results			
<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>
9,400	9,800	10,000	10,000

D. Number of submitted plans reviewed for code compliance, including those permitted under IDAPA 07.01.02.011.12.

Actual Results			
<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
401	355	555	526
Projected Results			
<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>
500	500	520	550

E. Number of registrations and re-registrations of all electrical apprentices and trainees in the State of Idaho and supervised by the Electrical Bureau.

Actual Results			
<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
2,638	2,612	2,628	2,853
Projected Results			
<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>
2,890	3,000	3,200	3,400

F. Number of electrical installations checked within the Electrical Bureau's jurisdiction to ensure compliance with the minimum standards of the National Electrical Code, and to ensure that all electrical installations have been issued an electrical permit.

Actual Results			
<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
62,569	60,468	67,600	71,404
Projected Results			
<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>
72,000	73,500	74,500	74,500

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2. Building Bureau.

A. Plan Checking. Number of plan checks provided for public schools, prefabricated structures, state owned and leased buildings and structures as requested by state agencies, and for site-built construction regulated under building code inspection agreements with local units of government.

Actual Results			
<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
340	320	325	346
Projected Results			
<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>
340	340	340	340

B. Contractual Agreements - Number of inspections conducted for building and energy code compliance as required by contractual agreements with Idaho cities and counties (including manufactured housing set-up inspections).

Actual Results			
<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
1,498	1,919	1,844	1,903
Projected Results			
<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>
1,900	1,900	1,900	1,900

C. Inspections. Number of in-plant inspections of prefabricated structures (excluding HUD/Manufactured Homes).

Actual Results			
<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
2,071	1,633	2,222	2,010
Projected Results			
<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>
2,010	2,010	2,010	2,010

D. Number of HUD/State Administrative Agency dealer lot manufactured home inspections, and customer records audits including consumer complaint field inspections.

Actual Results			
<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
1,297	667	786	573
Projected Results			
<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>
575	575	575	575

E. Number of HUD/IPIA in-plant inspections of manufactured homes.

Actual Results			
<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
8,186	6,941	6,800	6,467
Projected Results			
<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>
6,450	6,450	6,450	6,450

F. Permits. Number of permits issued for prefabricated structures under state jurisdiction, for site-built construction under inspection contracts with local governments, and for installations of manufactured housing.

Actual Results			
<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
1,342	765	837	727
Projected Results			
<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>
725	725	725	725

G. Insignias. Number of insignias of approval issued for prefabricated modular buildings.

Actual Results			
<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
1,042	430	485	405
Projected Results			
<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>
400	400	400	400

H. Number of HUD labels issued for manufactured homes.

Actual Results			
<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
8,088	6,941	6,760	6,434
Projected Results			
<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>
6,450	6,450	6,450	6,450

3. Manufactured Housing Licensing Program.

A. Licenses. Number of licenses and bonds provided for all manufacturers, manufactured home dealers, installers, responsible managing employees, service companies, and salesmen.

Actual Results			
<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
624	550	505	436
Projected Results			
<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>
425	425	425	425

4. Plumbing Bureau.

A. Issue permits. Number of permits issued with a one (1) day turn-around.

Actual Results			
<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
19,767	19,417	21,529	23,210
Projected Results			
<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>
24,000	24,500	24,500	25,000

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B. Number of plumbing inspections conducted within twelve (12) working hours as required by Administrative Rules.

Actual Results			
<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
98,039	100,213	69,357	55,701
Projected Results			
<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>
58,486	61,410	64,480	65,000

C. Number of plumbing and specialty plumbing contractors and journeyman licensed and renewed once every three (3) years.

Actual Results			
<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
3,531	3,602	3,796	3,779
Projected Results			
<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>
3,850	1,000	1,200	1,300

D. Number of apprentices registered and monitored for their participation in the apprentice program.

Actual Results			
<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
751	725	653	727
Projected Results			
<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>
750	775	800	800

E. Plan approval. Number of Plans received, reviewed, and approved with a five (5) day turn-around.

Actual Results			
<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
155	174	171	210
Projected Results			
<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>
230	250	270	290

7. Provide assistance to clients in developing safe work areas.

A. Number of consultations provided.

Actual Results			
<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
55	73	87	85
Projected Results			
<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>
85	85	85	90

B. Number of training units provided.

Actual Results			
<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
15,008	10,791	3,325	12,000
Projected Results			
<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>
12,000	12,000	12,000	12,500

8. Inspections. Inspect ongoing logging operations.

A. Six-hundred (600) jobs inspected per year.

Actual Results			
<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
784	794	783	826
Projected Results			
<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>
800	800	800	800

9. Conduct first-aid safety classes for loggers statewide.

A. Two-thousand (2,000) attendees trained per year.

Actual Results			
<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
1,926	1,754	2,036	1,892
Projected Results			
<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>
1,900	1,700	1,900	1,700

10. Provide training for contractors and supervisors.

A. One-hundred (100) contractors (companies) and supervisors trained per year

Actual Results			
<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
1,872	1,179	846	821
Projected Results			
<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>
750	750	750	750

11. Produce and distribute logging safety newsletters.

A. Three-thousand (3,000) newsletters distributed per quarter.

Actual Results			
<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
12,000	9,000	12,000	12,000
Projected Results			
<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>
12,000	12,000	12,000	12,000

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12. Consultation. Offer technical assistance to timber company personnel, sawmill owners, and other industry related people; meet with state and federal agencies involved in timber sales and other logging activities.

A. Meet with four-hundred (400) industry people per year.

Actual Results			
<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
437	407	425	378
Projected Results			
<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>
400	400	400	400

13. License contractors wanting to do public works construction.

A. License approximately twenty-three (23) new contractors each month.

Actual Results			
<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
231	310	376	272
Projected Results			
<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>
280	288	297	306

B. Renew approximately two hundred, eight (208) licenses each month.

Actual Results			
<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
2,700	2,675	2,800	2,496
Projected Results			
<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>
2,600	2,700	2,800	2,900

C. License all construction managers wanting to work in the public works sector.

Actual Results			
<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
26	46	54	58
Projected Results			
<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>
60	64	66	70

14. Monitor unlicensed contractor activity. Keep cities, counties, and school districts apprised of licensing laws, and construction manager laws, along with any changes.

A. Check out all complaints getting both sides of issue.

Actual Results			
<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
15	20	20	15
Projected Results			
<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>
20	25	30	35

15. HVAC Bureau.

A. Issue Permits. Number of permits issued with a (1) day turnaround.

Actual Results			
<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
Projected Results			
<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>
9,000	18,000	22,000	23,000

B. Number of HVAC inspections conducted.

Actual Results			
<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
Projected Results			
<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>
18,000	36,000	44,000	46,000

C. Number of HVAC and specialty HVAC contractors and journeymen licensed as needed once every three (3) years.

Actual Results			
<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
Projected Results			
<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>
3,000	1,500	1,500	1,500

D. Number of apprentices registered and monitored in the apprentice program yearly.

Actual Results			
<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
Projected Results			
<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>
500	550	600	650

E. Plan approval. Number of plans received, reviewed, and approved with a five (5) day turnaround.

Actual Results			
<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
Projected Results			
<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>
700	200	210	230

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Program Results and Effect:

Electrical Bureau (Function 1). The Electrical Bureau seeks to improve the information network by publishing an electrical newsletter each year, holding regional meetings, and posting information on the Bureau's web page.

Experience has shown that the mere existence of regulations is not enough to guarantee compliance, therefore the Electrical Bureau works to ensure electrical safety through a quality compliance program.

Building Bureau (Functions 2-3). The Building Bureau's various building regulatory programs are established to provide building, fire, and life safety protection for Idaho consumers and users of the various types of facilities that are under the purview of the Division.

Plumbing Bureau (Function 4). The Plumbing Bureau is constantly striving to reduce redundancy within the inspection and licensing programs. The Bureau's primary purpose is to conduct plumbing inspections in a timely manner. The Bureau's goal is to obtain the desired results of safe and sanitary plumbing while remaining effective, efficient, and user friendly.

Industrial Safety Program (Functions 6-10). The Industrial Safety Program strives to ensure that facilities owned and operated by all levels of state government are maintained in a safe and healthful condition through voluntary compliance with safety and health standards and codes. A ninety-five percent (95%) voluntary compliance rate has been achieved. For a compliance-oriented agency, an excellent working relationship with the agencies inspected by the Industrial Safety Program has been realized.

Schools. The Industrial Safety Program constantly searches for ways to improve service, make the program more responsive, and help schools improve their safety and occupational health programs.

This program provides a safe and healthful environment for the public and the employees who serve them.

Logging Safety Program (Functions 11-15). Loggers have accepted safety as a priority that fits well with both production and quality. The training of employees and supervisors, as well as safety meetings, is conducted at the request of contractors. The newsletters and job visits have done much to increase safety awareness. The education of sawmill and timber owners (in conjunction with the United States Forest Service and Department of Lands) has helped to reduce many of the hazards created by timber sale layout. Insurance rates have remained stable even though medical costs continue to increase. The frequency and severity of accidents continues to decline. Since 95% of the accidents are caused by human error, the creation of safety awareness through training and personal contact is a number one priority. Safety pays.

Public Works Contractor Licensing Bureau (Functions 16-18). The Division's administrator approves an average of twenty-three (23) new contractor license applications each month. There are about two-hundred, eight (208) contractor renewals each month. License applications are processed daily. Those applicants who are denied a license are notified by fax and e-mail. If necessary, an appeals process is available.

The administrator also reviews the construction manager applications and those applicants who have been approved must then take and pass two written examinations before their license can be issued. Once an applicant passes both examinations, a license is issued and a certificate of authority is issued to the firm.

All complaints received are investigated within twenty-four (24) hours and appropriate action is taken.

The administrator notifies public officials when an unlicensed contractor is working on a public works project. Public officials are informed that Idaho Code states licensed public works contractors must be used.

For more information contact Dave Munroe, Jack Rayne, Ted Hogander, Gary Malmen, or Nancy Michael at 3